

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Fire Arson Investigator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Investigates origins and causes of fires and assists in the prosecution of offenders. Performs internal investigations. Performs administrative duties to ensure the smooth operations of the Arson Investigation Unit.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Conducts investigations by digging and numbering debris, supervising other investigators, reconstructing and documenting scenes, interviewing witnesses and firefighters, consulting with experts, consulting with insurance agents, collecting evidence, and obtaining warrants.
2	M	Conducts internal investigations by interviewing all parties, obtaining evidence, and preparing reports for fire chiefs.
3	L	Attends to administrative requirements by preparing reports, preparing correspondence, attending training, researching programs, designing training, and overseeing maintenance of certifications.
4	L	Assists prosecution of offenders by preparing cases, testifying in court, working with attorneys and maintaining knowledge of state and local laws.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four (4) years experience as an assigned fire/arson assisting investigator.
Certifications and Other Requirements	Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Investigator with Law Enforcement Powers, Fire Officer II (must achieve and maintain within one (1) year of promotion to the rank of Fire Arson Investigator), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers.
Reading	Work requires the ability to read technical materials, court documents and transcripts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write various reports and case files.
Managerial	Managerial responsibilities include supervising the work schedule of personnel and the case load, maintaining training requirements and planning the budget.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Investigating fire scenes
Sitting	O	Desk work, computer, driving
Walking	F	Investigating fire scenes
Lifting	F	Moving debris, fire hoses
Carrying	F	Moving debris, hand tools, guns, fire hoses
Pushing/Pulling	F	Moving debris
Reaching	O	Moving debris, collecting evidence
Handling	F	Collecting evidence, hand tools, guns, fire hoses
Fine Dexterity	F	Collecting evidence
Kneeling	F	Investigating fire scenes
Crouching	F	Investigating fire scenes
Crawling	F	Investigating fire scenes
Bending	F	Investigating fire scenes
Twisting	F	Investigating fire scenes
Climbing	N	
Balancing	N	
Vision	C	Investigations, desk work, driving
Hearing	C	Police officers, attorneys, insurance adjusters, civilians, firefighters, training classes
Talking	C	Police officers, attorneys, insurance adjusters, civilians, firefighters, training classes
Foot Controls	O	Driving
Other (specify)	N	

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Hand tools, guns, fire hose

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	W
Chemical Hazards	W	Extreme Temperatures	W
Electrical Hazards	W	Noise and Vibration	W
Fire Hazards	W	Fumes and Odors	W
Explosives	W	Wetness/Humidity	W
Communicable Diseases	M	Darkness or Poor Lighting	W
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Fire gear, eye protection, particle mask, body armor

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)